

Memorandum

All Commissioners

Date : May 12, 1971

Executive Officer

From : **Commission on Peace Officer Standards and Training**

Subject: COMMISSION MEETING:

May 12, 1971
Del Webb's Townehouse
San Francisco, California

AGENDA

1. Call to Order
2. Approval of Minutes
3. Proposed changes in the Regulations
 - a. Section 1005(e) - The Advanced Officer Course
 - b. Section 1009 - Priorities for Reimbursement
 - c. Section 1011(c) - Certificates: Addition of the Management and Executive Certificates
 - d. Specification 9 - Addition of requirements for the Management and Executive Certificates
 - e. Specification 11 - Reimbursement Schedule to provide for 100% reimbursement for Basic, Supervisory and Advanced Officer Courses for F.Y. 1971072
4. Temporary Seniority Clause for the award of the Specialized Advanced Certificate.
5. Date and Place of Next Meeting
6. Adjourn

Gene S. Muehleisen
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State of California
Department of Justice

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

MINUTES

May 12, 1971
San Francisco, California

Following a public hearing on May 12, 1971, Del Webb's Townehouse, San Francisco, a meeting for formal action on hearing items was called to order at 1 p.m. by Chairman Lyell Cash. A quorum was present.

Present:

LYELL C. CASH	- Chairman
JOHN FABBRI	- Vice-Chairman
BEN CLARK	- Commissioner
ROBERT A. HOUGHTON	- Commissioner
DAN KELSAY	- Commissioner
ARTHUR R. MC KENZIE	- Commissioner
FRED J. MOREY	- Commissioner
ROBERT S. SEARES	- Commissioner
EARL R. STRATHMAN	- Commissioner
L. C. WADDINGTON	- Representative of the Attorney General

Also Present:

GENE S. MUEHLEISEN	- Executive Officer
GEORGE H. PUDDY	- Assistant Executive Officer
IMOGENE KAUFFMAN	- Recording Secretary

Staff Training:

Susan Phelps	- Secretary, Assistant Executive Officer
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Visitors:

R. A. Baratta	- Chief of Police, Cloverdale Police Department
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APPROVAL OF MINUTES

MOTION by Commissioner Houghton, seconded by Commissioner Kelsay, carried unanimously that the minutes of March 11, 1971 meeting be approved as mailed.

CLOVERDALE POLICE DEPARTMENT APPEAL

Chief R. A. Baratta, Cloverdale Police Department, spoke to the need of the 114 departments of less than 10 men who need training but cannot be sent because of lack of replacement while they are in training. He stated that if the 25% restriction referred to in the proposed Specification 11 3. c., Advanced Officer Course reimbursement, included only those departments employing 10 or more men, the small departments could send all their men during fiscal year 1971-72 while the 100% reimbursement was in effect.

Following a discussion among Commissioners, Mr. Puddy explained that the law states all reimbursement to cities and counties shall be proportionate; therefore, it would be illegal to allow 100% reimbursed training to small departments. In view of this legal constraint, no further action was taken.

COMMISSION ACTION ON HEARING ITEMS

The proposed changes in the Regulations and Specifications were as follows:

Section 1005 (e)

The Advanced Officer Course - To require each officer to complete an Advanced Officer Course once every four years.

Section 1009

To adjust priorities for reimbursement.

Section 1011 (c)

Certificates and Awards - To add the Management and Executive Certificates.

Specification 9

Police Certification Program - To add requirements for the Management and Executive Certificates.

Specification 11

Reimbursement Schedule - To provide for 100% reimbursement for Basic, Supervisory and Advanced Officer Courses for one fiscal year as provided in paragraph 3. c.

Following a discussion of each proposed change in the Regulations and Specifications, minor changes were adopted based upon hearing testimony. The amended Regulations are set forth as Attachment "A" -- Regulation and Specification Revisions.

MOTION by Commissioner Houghton, seconded by Commissioner Seares, carried unanimously that the Regulations and Specifications be adopted as revised, to become effective July 1, 1971.

SPECIALIZED CERTIFICATION PROGRAM

The offering of a temporary seniority clause for the award of the specialized advanced certificate was discussed. In accordance with hearing testimony, the following action was taken.

MOTION by Commissioner Clark, seconded by Commissioner Strathman, carried unanimously that until December 31, 1971, the Commission may accept applications for and may award the P.O.S.T. Specialized Advanced Certificate to peace officers in the Specialized Program who meet the requirements as set forth in Attachment "B".

(A detailed transcript of each motion discussion is on file in the commission office.)

ADVANCED OFFICER COURSE

Following a discussion concerning the definition of "officer" as referred to in Specification 11 3. c., it was requested that the definition of "officer" be re-written and strengthened in the definition section of the Regulations. The Executive Officer advised that this was not a part of the hearing; that "officer" is used throughout the Regulations in various capacities and to make such a change would be difficult at this time.

Commissioner Kelsay stated that the original intent in the development of the Advanced Officer Course was to include only those officers who had not obtained the rank of supervisor.

The Executive Officer suggested that perhaps a minor technical change could legally be made and then the Commission could declare that its original intent was that, for reimbursement eligibility, the Advanced Officer Course be limited to those officers below the first level of supervision.

MOTION by Commissioner Houghton, seconded by Commissioner Kelsay, carried unanimously that a policy guideline bulletin be disseminated declaring that the intent of Specification 11 3. c. with regard to advanced officer shall apply only to those officers below the rank of first level supervisory positions as defined in Section 1001 (f) of the Regulations.


DATE AND PLACE OF NEXT MEETING

The Commission set the date of the next meeting to be June 18th at the Sacramento Metropolitan Airport.

ADJOURNMENT

The meeting was adjourned at 2:45.

Respectfully submitted,


GENE S. MUEHLEISEN
Executive Officer

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

714 P Street, Room 1508
Sacramento, California 95814

July 1, 1971

REGULATIONS.

The Regulations of the Commission on Peace Officer Standards and Training are established and adopted in compliance with Sections 13506 and 13510 of the Penal Code of California.

The Regulations have been codified in Title 11, Chapter 2 of the Administrative Code of California, originally effective October 23, 1960, and revised effective February 1, 1971.

1000. OBJECTIVES

The objectives of the Commission on Peace Officer Standards and Training are:

- (1) To raise the level of competence of local law enforcement officers:
 - (a) By establishing minimum standards relating to physical, mental, and moral fitness which shall govern the selection of city police officers and peace officer members of county sheriffs' departments, and;
 - (b) By establishing minimum standards for training such officers.
- (2) To provide such services to local law enforcement as are authorized by law.

1001. DEFINITIONS

- (a) "Commission" is the Commission on Peace Officer Standards and Training.
- (b) "Executive Officer" is the Executive Secretary of the Commission.
- (c) "Department Head" is a chief of police or a sheriff.
- (d) "Assistant Department Head" is an officer occupying the first position(s) subordinate to a department head, and for which commensurate pay is authorized.
- (e) "Middle Management Positions" are those positions with supervisory and command responsibilities which are between first level supervisory positions and assistant department head positions as defined in this section, and for which commensurate pay is authorized.
- (f) "First Level Supervisory Position" is a position occupied by a police officer or deputy sheriff which in the upward chain of command directly supervises employees of police or sheriffs' departments and most commonly is the rank of sergeant, and for which commensurate pay is authorized.
- (g) "Officer" is a peace officer member of a city police department, county sheriff's office, a regional park district, a district authorized by statute to maintain a police department, or the California Highway Patrol.
- (h) "Department" is a police department or a sheriff's department.
- (i) "School" is any school, college, university, academy or local training program which offers law enforcement training and includes within its meaning the combination of course curriculum, instructors, and facilities.
- (j) "High School" is a school accredited as a high school by the Department of Education of the state in which the high school is located, or a school accredited as

1005. Minimum Standards for Training (continued)

- (2) The course is designed for officers newly promoted from the first level supervisory position, as defined in Section 1001 (f). However, the course is available to all other ranks above the first level supervisor at the discretion of the department head, and reimbursement may be granted upon satisfactory completion of the course. The requirements for the Middle Management Course are set forth in Specification 5 entitled, "The Middle Management Course."
- (3) When a department requires an officer to complete the Middle Management Course prior to his promotion, appointment or transfer to a middle management position, that jurisdiction shall not become eligible for reimbursement until the officer is in fact promoted, appointed, or transferred to such a position within that department.

(e) Advanced Officer Course

- (1) After July 1, 1971, each and every officer below the rank of first level supervisory position as defined in Section 1001 (f) shall satisfactorily complete an approved Advanced Officer Course of 20 or more hours at least once every four years after completion of the Basic Course. The requirements for the Advanced Officer Course are set forth in Specification 7, "The Advanced Officer Course."

The above requirement may be met by satisfactory completion of any P.O.S.T. certified course of 20 or more hours.

- (2) Reimbursement for the Advanced Officer Course is provided as set forth in Specification 11, "Reimbursement Schedule", paragraph 3.c.

(f) Executive Development Courses

Executive Development Courses are designed for department heads and assistant department heads and are optional. The requirements are set forth in Specification 6 entitled, "Executive Development Courses."

Minimum Standards for Training (continued)

(g) Technical and Special Courses

- (1) Technical and Special Courses shall be optional courses for which reimbursement may be granted.
- (2) The requirements for the Technical and Special Courses are set forth in Specification 8 entitled, "Technical and Special Course."

(h) Seminars

Seminars are designed to study and solve current and future problems encountered by middle managers and executives. Seminar techniques shall take into consideration the size, location and needs of cities and counties.

Seminars are optional and are reimbursable as specified in Specification 11 B. No seminar shall be certified that is of less than 18 hours duration.

1006. EXTENSION OF TIME LIMIT FOR COURSE COMPLETION

The Commission may grant an extension of a time limit for completion of any course required by Section 1005 of the Regulations upon presentation of evidence by a department that an officer is unable to complete the required course within the time limit prescribed because of illness, injury, military service, or special duty assignment required and made in the public interest of the concerned jurisdiction.

1007. EXAMINATIONS

Written examinations shall be required of each officer in each course certified by the Commission.

1008. WAIVER FOR EQUIVALENT TRAINING

The Commission may waive the requirement for the completion of any course required by Section 1005 of the Regulations upon presentation of documentary evidence by a department that an officer has satisfactorily completed equivalent training.

1009. PRIORITY FOR REIMBURSEMENT

Reimbursement for completion of courses shall be paid in the following priorities, depending upon funds available:

- (1) Basic and Supervisory Courses
- (2) Advanced Officer and Middle Management Courses
- (3) Executive Development Courses and Executive Development and Middle Management Seminars
- (4) Technical and Special Courses

1010. ELIGIBILITY FOR REIMBURSEMENT

- (a) To be eligible for reimbursement, a jurisdiction must adhere to the minimum standards as defined in these Regulations for each and every officer employed. A jurisdiction shall be ineligible to receive reimbursement for any training if it:
 - (1) Employs one or more officers who do not meet the minimum standards for employment, OR
 - (2) Does not require that each and every officer satisfactorily complete the required training as prescribed in these Regulations, OR
 - (3) Has in its employ any officer hired after January 1, 1971, who does not acquire a P.O.S.T. Basic Certificate upon fulfilling the requirements.
- (b) If, in the judgment of the Commission, a jurisdiction has failed to adhere to the minimum standards for recruitment and training, the Commission shall notify the jurisdiction of said judgment and of its probable ineligibility for reimbursement. The Commission shall also request compliance. In the event that the jurisdiction fails to comply, the Commission may afford the concerned jurisdiction's official representatives the opportunity to appear before it and present whatever arguments the jurisdiction may deem appropriate in support of the claim. If the Commission finds that the standards have not been adhered to, it must reject all claims for reimbursement. A jurisdiction may be reinstated in the program and again become eligible for

1010. Eligibility for Reimbursement (continued)

reimbursement when, in the opinion of the Commission, it has demonstrated that it intends to adhere to the prescribed standards. The period during which the jurisdiction shall remain ineligible for reimbursement shall be at the discretion of the Commission.

- (c) Section 1010 of the Regulations shall not apply to temporary appointments.

1011. CERTIFICATES AND AWARDS

- (a) Certificates and awards may be presented by the Commission for the purpose of raising the level of competence of law enforcement and to foster cooperation among the Commission, agencies, groups, organizations, jurisdictions and individuals.
- (b) Certificates and awards remain the property of the Commission and the Commission shall have the power to cancel or recall any certificate or award upon due cause as determined by the Commission.
- (c) Basic, Intermediate, Advanced, Management and Executive Certificates are established for the purpose of fostering professionalization, education and experience necessary to perform adequately the general police service duties accomplished by peace officer members of city police departments, county sheriffs' offices, districts, or by the California Highway Patrol. Requirements for the certificates are as prescribed in Specification 9 entitled "Police Certification Program."
- (d) Specialized Law Enforcement Certificates are established for the purpose of fostering professionalization, education and experience necessary to perform adequately the duties of specialized public law enforcement services such as those performed by special investigators, campus police, police officers of the California State Police Division, marshals and constables, and such others as may be deemed appropriate by the Commission. Requirements for Specialized Law Enforcement Certificates are set forth in Specification 12, "Specialized Law Enforcement Certification Program."

SPECIFICATION 6

July 1, 1971

Subject: EXECUTIVE DEVELOPMENT COURSES

This specification supplements Section 1005 (f) of the Regulations.

Executive Development Courses are optional and are designed for department heads and assistant department heads. The courses include the "Executive Development Course" and the "Executive Development Seminars."

EXECUTIVE DEVELOPMENT COURSE

The Executive Development Course shall consist of no less than 100 hours and is designed for department heads and assistant department heads who have not completed the course or its equivalency and shall include the subjects set forth below:

A. INTRODUCTION

1. Introduction and Overview of the Course
2. Challenge of Crime in Society
3. Role of Police in Society
 - a. Police Role in Crime Prevention
 - b. Total Community Commitment

B. INTERNAL MANAGEMENT

1. Personnel Administration
 - a. Management by Objectives
 - b. Police Manager Development
 - c. Motivation Techniques
 - d. Delegation of Responsibility
 - e. Training
 - f. Counseling and Interviews
 - g. Performance Review and Evaluation
 - h. Grievance Procedures
 - i. Morale and Discipline
 - j. Improving Supervision
 - k. Improving Middle Management

Specification 6

Executive Development Course

2. Management Techniques and Aids

- a. Planning and Research
- b. Information Management and Automatic Data Processing
- c. Police Legal Advisor
- d. Use and Impact of New Technology in Police Management
- e. Decision Making

3. Operations Management

- a. Formulation and Implementation of Policy
- b. Staff Inspections
- c. Internal Investigation - Maintaining Integrity
- d. Application of Science and Technology
- e. Planning for Civil Disorders and Major Emergencies

4. Fiscal Management

- a. Sources of Revenue
- b. Budget Process, Preparation and Presentation
- c. Wage and Salary Administration
- d. Inventory and Control of Equipment and Facility

C. ENVIRONMENTAL RELATIONSHIPS

1. Inter- and Intra-Governmental Relationships
2. Urban Planning and the Police

D. COMMUNITY RELATIONS

1. Importance of Adequate Policy and Procedures
2. Community Relations Program Management
3. Processing Citizen Complaints
4. Group Information Media
5. Groups Within the Community
6. Community's Role in Crime Prevention and Control
7. Evaluating and Maintaining Effectiveness

E. COMMUNICATIONS

1. Conference Leadership
2. Oral and Written Reports

Specification 6

Executive Development Course

E. COMMUNICATIONS (continued)

3. Inter-Agency Communication
4. Intra-Departmental Communication
 - a. Formal
 - b. Informal
5. Effective Speaking and Writing

F. INDIVIDUAL PROJECTS

Course administrators may require each trainee to complete a study project related to one or more of the subjects in the Executive Development Course, including a written report of the project, with findings and conclusions.

LIST OF GRADUATES

Course administrators shall submit to the Commission a list of names of the peace officers who have completed successfully Executive Development Courses.

SPECIFICATION 7

July 1, 1971

Subject: THE ADVANCED OFFICER COURSE

- A. This specification supplements Section 1005(e) of the Regulations. The Advanced Officer Course is designed to keep officers informed of new laws, new court decisions, changes in law enforcement policy, new concepts of police technology, advanced techniques, police-community relations, law enforcement ethics in maintaining police integrity and such other refresher training as may be necessary.
- B. The manner in which the course is presented and the proposed curriculum may be developed by the advisory committee of each certified academy or college and approved by the Commission.
- C. For certification, an Advanced Officer Course shall consist of a minimum of 20 hours.
- D. Course administrators shall submit to the Commission a list of names of the peace officers who have completed successfully an advanced officer course.

SPECIFICATION 9

July 1, 1971

Subject: POLICE CERTIFICATION PROGRAM

This specification supplements Section 1011(c) of the Regulations.

A. GENERAL PROVISIONS

1. To be eligible for the award of a certificate, an applicant must be:
 - a. A full-time, paid peace officer member of a California city police department, a California county sheriff's department, or the California Highway Patrol, OR
 - b. A former full-time, paid peace officer member of a California city police department, a California county sheriff's department, or the California Highway Patrol, who, at the time of application is serving as a full-time, paid peace officer as defined by California law.
2. All applications for award of certificates covered in this specification shall be completed on the prescribed Commission form entitled "Application for Award of Certificate."
3. Each applicant shall attest that he subscribes to the Law Enforcement Code of Ethics.
4. The application for a certificate shall provide for the following recommendation of the department head:

"It is recommended that the certificate be awarded. I certify that the applicant has complied with the minimum standards set forth in Section 1002(a) (3), (4), and (6) of the Commission's Regulations, is of good moral character and is worthy of the award. My opinion is based upon personal knowledge or inquiry, and the personnel records of this jurisdiction substantiate this recommendation."
5. When a department head is the applicant, the above recommendation shall be made by the department head's appointing authority such as the city manager or mayor.

Elected department heads are authorized to submit an application for approval by the Commission.

Specification 9

Certificates

B. EDUCATION AND TRAINING POINTS

1. Education Points:

One semester unit shall equal one education point and one quarter unit shall equal two-thirds of a point.

2. Training Points:

Twenty classroom hours of police training approved by the Commission shall equal one training point.

3. When college credit is awarded for police training, it may be counted for either training points or education points, whichever is to the advantage of the applicant.

C. LAW ENFORCEMENT EXPERIENCE

The acceptability of the required experience shall be determined by the Commission.

1. Law enforcement experience in California as a full-time, paid peace officer member of a city police department, a county sheriff's department, or the California Highway Patrol may be acceptable for the full period of experience in these agencies.

2. In other law enforcement categories designated by the Commission, the acceptability of the required experience shall be determined by the Commission, not to exceed a maximum total of 5 years.

D. THE BASIC CERTIFICATE

In addition to the requirements set forth in Section A, General Provisions, the following are required for the award of the Basic Certificate:

1. Shall have completed the probationary period prescribed by the employing jurisdiction, but in no case of less than one year.
2. Shall have satisfactorily completed the P.O.S.T. Basic Course or its equivalent as determined by the Commission.

Specification 9

Certificates

E. THE INTERMEDIATE CERTIFICATE

In addition to the requirements set forth in Section A, General Provisions, all of the following are required for the award of the Intermediate Certificate:

1. Shall possess or be eligible to possess a Basic Certificate.
2. Shall have acquired the following combinations of education and training points combined with the prescribed years of law enforcement experience, or the college degree designated combined with the prescribed years of law enforcement experience.

Minimum Training Points Including P.O.S.T. Basic Course	15	30	45	P.O.S.T. Basic Course	P.O.S.T. Basic Course
Minimum Education Points	15	30	45	Associate Degree	Baccalaureate Degree
Years of Law Enforcement Experience	8	6	4	4	2

F. THE ADVANCED CERTIFICATE

In addition to the requirements set forth in Section A, General Provisions, the following are required for the award of the Advanced Certificate:

1. Shall possess or be eligible to possess the Intermediate Certificate.
2. Shall have acquired the following combinations of education and training points combined with the prescribed years of law enforcement experience, or the college degree designated combined with the prescribed years of law enforcement experience.

Minimum Training Points Including P.O.S.T. Basic Course	30	45	P.O.S.T. Basic Course	P.O.S.T. Basic Course	P.O.S.T. Basic Course
Minimum Education Points	30	45	Associate Degree	Baccalaureate Degree	Master Degree
Years of Law Enforcement Experience	12	9	9	6	4

Specification 9

Certificates

G. THE MANAGEMENT CERTIFICATE

In addition to the requirements set forth in Section A, General Provisions, the following are required for the award of the Management Certificate:

1. Shall possess or be eligible to possess the Advanced Certificate.
2. Shall have been awarded a baccalaureate degree or an associate degree or no less than 60 college semester units at an accredited college as defined in Section 1001 (n) of the Regulations.
3. Shall have completed satisfactorily the Middle Management Course or its equivalent as provided in Section 1008 of the Regulations.
4. For a period of two years immediately preceding the date of application, shall have served satisfactorily as an assistant department head as defined in Section 1001 (d) or as a middle manager as defined in Section 1001 (e) of the Regulations. The required experience shall have been acquired within the past five years from date of application.
5. The Management Certificate shall include the applicant's name, official title and name of his jurisdiction. When a holder of a Management Certificate transfers as an assistant department head or middle manager to another jurisdiction and upon the completion of one year of satisfactory service in a new department, upon request, a new certificate may be issued displaying the name of the new jurisdiction.

H. THE EXECUTIVE CERTIFICATE

In addition to the requirements set forth in Section A, General Provisions, the following are required for the award of the Executive Certificate:

1. Shall possess or be eligible to possess the Advanced Certificate.

Specification 9

Certificates

The Executive Certificate (continued)

2. Shall have been awarded a baccalaureate or associate degree or higher, or no less than 60 college semester units at an accredited college as defined in Section 1001(n) of the Regulations.

For a period of one year beginning July 1, 1971, experience as a department head may be substituted for this requirement at a rate of one year of experience as a department head shall equal 10 college semester units.

3. Shall have completed satisfactorily the Executive Development Course or its equivalent as provided in Section 1008 of the Regulations.
4. For a period of two years immediately preceding the date of application, shall have served satisfactorily as a department head as defined in Section 1001(c) of the Regulations. The required experience shall have been acquired within the past five years from date of application.
5. The Executive Certificate shall include the applicant's name, official title and name of his jurisdiction. When a holder of an Executive Certificate transfers as a department head to another jurisdiction and upon the completion of one year of satisfactory service in a new department, upon request, a new certificate may be issued displaying the name of the new jurisdiction.

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SPECIFICATION 11

July 1, 1971

Subject: REIMBURSEMENT SCHEDULE

This specification supplements Sections 1005 and 1015 of the Regulations.

A. BASIC, SUPERVISORY, and ADVANCED OFFICER COURSES

Until July 1, 1972, reimbursement shall be granted for cost of 100% of salary, lodging and meals for the following courses:

Basic Course
Supervisory Course
Advanced Officer Course

1. Salary:

- a. Reimbursement for satisfactory completion of any of the above certified courses shall be 100% of the trainee's salary at straight hourly working time for the total maximum hours for which reimbursement is allowed.
- b. Salary is that pay rate actually received by the trainee on the starting date of the course.

2. Lodging and Meals:

Reimbursement for lodging and meals shall be 100% of the costs of said lodging and meals incurred by a trainee which are necessitated by training requiring that he be away from his residence overnight and are subject to the following restrictions:

- a. Where lodging and meals are provided at the school, the allowed costs shall be based upon 100% of the charge of lodging and meals made by the school.

Specification 11

Reimbursements

- b. Where no lodging and meals are provided as in paragraph a. above, the maximum reimbursement for lodging and meals shall be based upon 100% of the actual costs but no more than the current rate for lodging and meals granted state employees under the regulations of the California State Board of Control.

3. Salary Reimbursement:

Reimbursement for salary shall be based upon the following hours of training:

- a. Basic Course: Minimum hours required for certification = 200; maximum hours for reimbursement = 400, in 2-hour increments in excess of 200.
- b. Supervisory Course: Minimum hours required for certification = 80; maximum hours for reimbursement = 100, in 2-hour increments in excess of 80.
- c. Advanced Officer Course: Minimum hours required for certification = 20; maximum hours for reimbursement in each fiscal year = 40 hours per officer for officers below the first level of supervision only, but not to exceed 25% of the sworn personnel in agencies employing four or more sworn personnel on July 1 of the preceding fiscal year. In cases where the course taken averages less than 40 hours per officer, a proportionate increase in the percentage of personnel may be added to the eligible total, e. g., 20 hours per officer for 50% of total personnel. Reimbursed in 2-hour increments in excess of 20.

B. MIDDLE MANAGEMENT, EXECUTIVE DEVELOPMENT COURSES AND SEMINARS

Reimbursements for the Middle Management and Executive Development Courses and Seminars shall be granted for travel, per diem, and tuition. Only department heads and assistant department heads, as defined in Sections 1001 (c) and (d) of the Regulations, are eligible for the Executive Development Courses and Seminars.

Specification 11

Reimbursements

Department heads, assistant department heads and middle managers, as defined in Section 1001 (e), are eligible for the Middle Management Course and Seminars.

1. Travel Allowance

For attendance at courses necessitating overnight stay:

- a. For privately owned vehicle travel, 10 cents per mile is allowed for one round trip for the mileage from the trainee's headquarters to the course site and return to his headquarters. No additional mileage will be allowed.
- b. When air travel is used, the actual cost, including tax, of one round-trip coach-class flight is allowed.
- c. For out-of-state travel by privately owned vehicle, the mileage allowance shall not exceed the total cost, including tax, of one round-trip coach-class flight.

2. Per Diem Subsistence Allowance

For attendance at courses necessitating overnight stay:

- a. A maximum per diem subsistence allowance, calculated at the rate of \$1 per hour, or fraction thereof, up to \$24 is authorized for the full course length.
- b. When traveling from headquarters to course site, the per diem subsistence allowance for the period of travel shall not exceed 12 hours each way.
- c. Where tuition and fees charged by the educational institution for the course include lodging and meals at the course site, per diem expenses shall be allowed only for those incurred during the period of travel not to exceed \$12 each way.

Specification 11

Reimbursements

3. Daily Travel and Subsistence Expenses:

Reimbursement for trainees who commute daily from their homes to the course site shall be limited to actual travel and subsistence expenses at the rate of \$1 per hour up to but not exceeding \$12 per day.

4. Tuition:

The amount allowed for tuition shall be determined by the Commission for each course or seminar. It is the intent of the Commission to reimburse for the full tuition cost when the tuition is deemed reasonable and when adequate funds are available to cover such costs.

C. TECHNICAL AND SPECIAL COURSES

Because of the varying nature of technical and special courses, the amount and type of reimbursement allowed for each course will be determined and announced separately by the Commission.

D. PRIORITY FOR REIMBURSEMENT

Section 1009 of the Regulations provides that:

"Reimbursement for completion of courses shall be paid in the following priorities, depending upon funds available:

1. Basic and Supervisory Courses
2. Advanced Officer and Middle Management Courses
3. Executive Development Courses and Executive Development and Middle Management Seminars
4. Technical and Special Courses."

Specification 11

Reimbursements

E. REIMBURSEMENT PLANS

PLAN ASalary Allowance

50% of salary at the rate earned on the starting day up to the authorized length of the course will be allowed, e.g., Juvenile Officer's Course, C.Y.A., 51 hours.

Subsistence Allowance

50% of meals and lodging shall be allowed if the trainee resides overnight away from his residence. Lunches are not reimbursable. 50% of the actual cost of meals and lodging may be claimed at the rate charged by the school or college. In all cases the actual cost claimed for meals and lodging shall not exceed that allowed in State Board of Control Rules for state employees.

PLAN BTuition Allowance

100% of cost of tuition or course fee, if any, is allowed. If scholarship or other grant pays for tuition cost, no reimbursement will be paid.

Subsistence Allowance

100% of actual cost of lodging and meals charged by school, if any, is allowed, but in no case to exceed \$24 per diem.

Travel Allowance

Actual cost of lowest air-fare transportation from student's headquarters to course site and return may be claimed. Auto travel over shortest distance from student's headquarters to course site and return is reimbursed at 10¢ per mile, e.g., Middle Management and Executive Development Courses.

Specification 11

Reimbursements

Plan B (continued)

Travel Cost Limitations

In-transit allowance at \$1 per hour for the actual time in transit will be allowed, but not to exceed \$12 each way regardless of method of travel used.

Only one round trip from headquarters to and from course site is allowed unless course is approved as a split session with more than four days separating sessions. In this case a maximum of two round trips from headquarters to the training site is allowed.

A maximum of \$5 may be claimed for car rental during training.

Commuter Allowance

For students living at home and commuting daily to the course site, an expense allowance of \$1 per hour for the total course hours and time in transit not to exceed \$12 per day is allowed. Except for tuition, no other mileage, transportation or expenses may be claimed.

PLAN C

A fixed rate sum shall be established for each designated course to defray the entire cost of tuition, transportation and incidental expenses for trainees commuting daily or trainees living in residence at the course site. No other reimbursement will be allowed for any other expense incurred.

PLAN DSalary Allowance

100% of salary will be allowed at the rate earned on the starting day up to the authorized length of the following courses only: Basic = 200 to 400 hours; Advanced Officer = 20 to 40 hours; Supervisory = 80 to 100 hours.

Specification 11

Reimbursements

Plan D (continued)

Subsistence Allowance

100% of meals and lodging shall be allowed if the trainee resides overnight away from his residence. Lunches are not reimbursable. 100% of the actual cost of meals and lodging may be claimed at the rate charged by the school or college. In all cases the actual cost claimed for meals and lodging shall not exceed that allowed in State Board of Control Rules for state employees. No travel or tuition allowance is made under this plan.

Unless renewed by Commission action, this plan becomes inoperative after June 30, 1972.



COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

714 P STREET, ROOM 1508
SACRAMENTO, CALIFORNIA 95814

May 20, 1971

BULLETIN

71-9

Subject: SENIORITY CLAUSE FOR AWARD OF THE P.O.S.T.
ADVANCED SPECIALIZED CERTIFICATE

Until December 31, 1971, the Commission may accept applications for and may award the P.O.S.T. Specialized Advanced Certificate to peace officers in the Specialized Program who meet the following requirements.

In lieu of the requirements of Specialized Specification S-12, paragraph E, the following combinations of education and training points and years of law enforcement experience shall be accepted until December 31, 1971:

Education and Training Points	10	30
and	&	&
Years of Law Enforcement Experience	20	15

The last five years of experience in either of the above combinations shall have been in a supervisory position at a level no less than that defined in Section S-101 (f) of the Specialized Law Enforcement Certification Program Regulations.

Application for the award shall be made on the Application for Certificate Form (P.O.S.T. Form 6.2). Specialized agencies and department heads who are applicants shall have their immediate supervisor sign the Application for Certificate in the space provided for "signature of department head." Each applicant must furnish documentary proof of the required training and tenure of office in a supervisory rank at the time of application.

Lyell C. Cash
LYELL C. CASH
Chairman

Attachment "B"